

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 3/25/2003	EMS 3/25/2003	EMS 3/4/2008	DGC 3/7/2006

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Revision no. 1

4.3.12 Environmental Aspects

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Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

Date of issue: 3/7/2006

Effective until date: 3/7/2009

Warning! The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.: 1

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1.0 Purpose

- 1.1 This procedure describes the process involved in identifying and evaluating the environmental aspects and significant aspects associated with the operations conducted or originating at the Department of Public Works and Utilities. Execution of this procedure will result in the Department of Public Works and Utilities establishing and prioritizing environmental objectives and targets.

2.0 Scope

- 2.1 This procedure conforms to ISO 14001-1996, Section 4.3.1, Environmental Aspects, and covers the operations of the Department of Public Works and Utilities.

3.0 Responsibilities

- 3.1 The Director of Public Works and Utilities will schedule a meeting to assess the aspects with the EMS Team on an annual basis, or more frequently if physical or operational changes are made at the Department of Public Works and Utilities.
- 3.2 In addition, the Director of Public Works and Utilities will:
- 3.2.1 Ensure that all EMS Team members are trained to identify and determine the significance of environmental aspects;
 - 3.2.2 As needed, provide training to employees on the use of Green Ware or equivalent;
 - 3.2.3 Insures the integrity and functionallity of Greenware software or equivalent.
- 3.3 The Responsibilities of the EMS Team are:
- 3.3.1 Review and maintain the current list of environmental aspects and impacts, which are found under Section 4.3.11 Environmental Aspects worksheet;
 - 3.3.2 Review current activities and services to identify new environmental aspects and impacts;
 - 3.3.3 Solicit input on aspects and impacts from the Department of Public Works and Utilities departmental representatives; Note: The EMS Team shall ensure that environmental aspects which result from normal operations as well as abnormal operations (emergencies, facility or service modifications) are identified.
 - 3.3.4 Evaluate the identified environmental aspects and impacts using the list of significance criteria found in Section 4.3.11 Environmental Aspects worksheet and following the on screen instructions;
 - 3.3.5 Add the "Average Environmental Significance" Score to the "Business Significance Score" and record the total for each impact. This number is the Total Rating of the impact.
 - 3.3.6 Check the significance box on the table for each impact with a score of 5.4 or greater;
 - 3.3.7 Check the significance box on the table for each aspect that corresponds with a significant impact;

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- 3.3.8 Check the significance box on the table for each aspect that the EMS Team decides to manage as significant, regardless of the corresponding impact's Total Rating.
- 3.3.9 Prioritize significant environmental aspects using the table found in Section 4.3.11 Environmental Aspects worksheet;
- 3.3.10 For each significant environmental aspect, assign appropriate objectives, targets and management programs to reduce the overall impact of the aspect;
- 3.3.11 Periodically review the environmental aspect identification process (including this procedure) to verify that it is current and is meeting the objective of the Department of Public Works and Utilities to identify areas of improvement in environmental performance.
- 3.3.12 Ensure that a current copy of Environmental Aspects is maintained in the EMS files;
- 3.3.13 Ensure that the minutes of all meetings are maintained in EMS files.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

5.0 Process

- 5.1 The EMS Team will identify and evaluate all environmental aspects within the scope of the Environmental Management System in order to identify those with significance. The scope of the EMS includes all activities that occur at the Department of Public Works and Utilities Shop Complex as well as services or activities that are based at the Department of Public Works and Utilities Shop Complex, but occur off site. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.
- 5.2 The inventory of aspects is maintained and evaluated using the significant criteria found in 4.3.11 Environmental Aspects worksheet; and the on screen instructions are followed.
- 5.3 At a minimum, the EMS Team will reassess the aspects annually to make any necessary modifications and to reflect any changes to operations at the Department of Public Works and Utilities Shop Complex. This review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes).
- 5.4 If there are major changes to the aspects, as determined by the EMS Team, a Management Review will be held to review and endorse the changes to the identified aspects. The frequency of Management Review is detailed in 4.6.12 Management Review Procedures. This Management Review will also be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes).

6.0 References/Related Documents

- 6.1 Meeting Minutes, Agendas, Sign in Sheets
- 6.2 4.6.12 Management Review Procedures

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6.3 4.3.11 Environmental Aspects Worksheet